

Hamlin Library Board of Trustees
Informational Meeting Minutes
July 31, 2013

Members present: Sue Evans, Karen Keck, Dane Emens,

Others present: Kay Hughes-Dennett, Director, Lori Moses - Friends President.
Dave Rose, Town Liaison, Tom Breslawski, Town Supervisor
Absent: Bunnie Beardsley, Carolyn Hungerford

Meeting was called to order at 7:10 by President Sue Evans.

Approval of June 5 Minutes: Unable to approve due to lack of a quorum

1. Financial Report-Kay

- Kay reported that things have remained the same. Experiencing typical expenses, amounts are normal. Up to date with utilities. Approximately through 46% of the budget year.
- Unable to approve report at this time due to lack of a quorum

2. Treasure's report

- No official report due to treasure's absence
- Further discussion is required to determine how to best use funding to move forward with library construction and how to best invest for the next several months

3. Director's Report

- Reports circulation is under last year but library seems busy, possible inaccuracies with people counter
- Fines are at approximately \$500, usually end up around \$1000/year.
- Have made attempts to coordinate with Hamlin Recreation to do special programs, but to date has not yet worked out
- Stellar 13 year old volunteer has been helping out with preparing arts and craft materials
- Will be interviewing for new library workers as 2 will be leaving
- Purchased Quicken
- Big Machine Day was very successful
- Unable to approve report at this time due to lack of quorum

4. Old Business

- New trustees-it was decided to bring in applicants on August 7 to discuss trustee position. Karen and Sue will make contact with an applicant to discuss availability
- Discussion of C.T. Male contracts-hold off until Al Reeve has a chance to review contracts
- Management of information to the public regarding library construction-one way is to keep library site up to date. Tom will submit a statement to the Herald explaining the site change
- Bill payment to Pike and CPL-no decision made without Carolyn present

5. New Business

- Land lease agreement will be discussed at next Board meeting, with site change agreement should remain the same as the building will still be within the original site dimensions

6. Town Liaison report

- Dave Rose reported

7. Friends report

- Serious need to recruit new members. Lori will prepare a job description for FHL offices for the upcoming elections. Will be included in upcoming FHL flyer.

Meeting adjourned 9:10

Respectfully submitted,
Karen Keck

Hamlin Public Library
Director's Report
7/31/13

June 2013			
		YTD 2013	YTD 2012
Circulation			
Charges	4,681	27,500	28834
Renewals	754	6,269	6034
Total	5,435	33,769	34868
New Cards			
Adults	15	65	52
Juv	3	18	24
Precip	0	0	0
Restricted	0	2	2
YA	0	1	1
Temporary	0	0	1
Total	18	86	80
People Count			
	2,457	12,874	14272
Books Purchased			
	130	1,042	1109
Donations Added			
	7	76	170
Fines			
	\$ 541.70	\$3,314.80	\$3,493.69
Fax			
	\$ 131.00	\$ 596.20	\$ 379.90
Copier			
	\$ 52.85	\$ 405.81	\$ 616.80
Online Revenue			
Tape (or sheet)total			
	\$ 832.25	\$4,424.06	\$4,504.74
Cash Register total			
	\$ 833.20	\$4,444.83	\$4,513.86

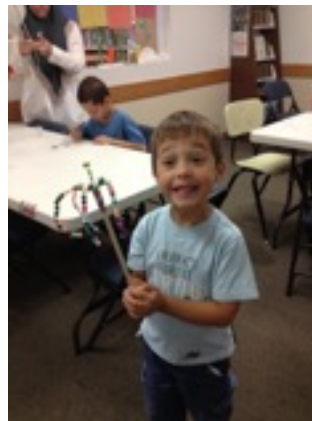
SUMMER READING 2013					
Programs (22)	Date	Attendance			
		<i>J</i>	<i>Teen</i>	<i>Adult</i>	<i>Totals</i>
Munchkin Monday	June 24	12	1	5	18
Pete the Pirate	June 25	59	5	16	80
Make a Gnome and His Home	June 26	21	3	1	25
Plants to Eat or Not to Eat	June 27	21	2	6	29
Munchkin Monday	July 1	13	1	8	22
Bulldozer Craft	July 3	19	1	6	26
Munchkin Monday	July 8	14	1	8	23
Ants and Fairies Craft	July 10	21	4	1	26
Tie Dye	July 11	45	9	32	86
Munchkin Monday	July 15	14	1	8	23
Dinosaur Stencil Tee Shirt	July 17	23	3	3	29
Big Machine Day	July 18	65	3	51	119
Munchkin Monday	July 22	15	1	8	24
Worm Painting and Worm snack	July 24	20	2	2	24
Family Bingo	July 25	17	5	6	28
Munchkin Monday	July 29	14		8	22
Jeweled Garden Stake	July 31	29	4	7	40
Iron Chef	August 1				0
Munchkin Monday	August 5				0
Reptile Guys	August 6				0
Monster Rocks	August 7				0
Sock Worms	August 8				0
	TOTALS	422	46	176	644

Summer Reading Craft and Munchkin Monday-Summer Reading has gone very well. I have 4 more programs before the end on Friday, August 9. I think we will end up about 90 people short of last year's number but I think most of that is due to estimating numbers for our 4 big programs. For the last three programs I am taking first names and age groups (adult, teen and juvenile) and I think I am getting a better number. We have had a 13 year old volunteer who has been a huge help with program preparation, page work and program helper. It goes to show that during the summer we need at least volunteer if not some extra summer staff.

Summer Reading "Reading Game"-We have had more sign-ups for the reading portion of Summer Reading than in the last few years. This year we have 173 people signed up with 132 in 2012 and 170 in 2011. Hopefully this is a trend.

Staff Changes-Linda Hueser has resigned to be home on weekends to see her husband more. Michele Bowers has given me her last day of work date. Michelle will be moving to Texas the first week in September. Susan Carlson will take 4 of Michelle's hours and I hope to have someone we interviewed in October 2011 take over Linda's Saturday only shift. I will start advertizing ASAP. We will truly miss both Michelle and Linda.

2012 Year End-The auditors have finished with the library portion of the audit and I was correct. The total amount we were under budget is \$10,921. About \$4,900.00 the NYSERDA rebate and the rest, \$6011.00, is our regular budget. I also bought Quicken for the library which will make my end easier when I learn how to use it.



Respectfully submitted by,

Kay Hughes-Dennett, Library Director